**Guidelines for Preparation and Defence of Term Papers and Theses
written by the students of the BA Programme in Political Science and World Politics**

Structure, Formatting Requirements and Assessment Criteria for the Project Proposal

Structure and requirements

The project proposal should include:

1) Cover page
2) Abstract
3) Introduction
4) Main part
    a) Literature review
    b) Methods
    c) Anticipated/Achieved Results
5) Conclusion
6) References
7) Appendices

All the sections above (except for the Appendices) are mandatory. Appendices should be included as needed.

The Cover page should be formatted according to the rules below. The cover page is the first page of the proposal, but it should not contain the page number. The cover page should include the following information in English:

- university, faculty and department (if applicable);
- author's first and last name, and his/her group number;
- supervisor's position, degree, last name and initials;
- place and year of completion (see "Sample cover page below").

The **Abstract** is a short summary of your proposal and should include:
- the research goals;
- the research methods and the sampling procedure;
- the anticipated results of the study;
- the proposal structure.

The abstract should be written as one paragraph, on the first page, above the main text, and should be separated from it by two lines. It should not be longer than 10% of the word count of the main parts of the proposal (introduction, body, conclusion). The word "**Abstract**" should not be included.

The headings for the main proposal parts (**Introduction, Literature Review, Methods, Conclusion**) should be written on a separate line and are not followed by a period. The subheadings of the Introduction section (**Background, Problem statement, Delimitations of the study, Professional significance, Definitions of key terms**) should be written on the same line with the main text, and are bolded and separated from the main text by a period.

The subsections of the **Introduction** should explain the relevance of your research topic (**Background**), should state the research aims and objectives (**Problem Statement**) and should discuss, if possible, the professional significance of the study and/or the originality of the research (**Professional Significance**). In the introduction, you should also determine the delimitations of the study (**Delimitations of the Study**) and, if relevant, include definitions of key terms (**Definitions of Key Terms**), with references. Recommended word count – 500 words.

The main part of the project proposal should consist of three parts. Main Body is not written as a heading; you should use the following headings: **Literature Review, Methods, Anticipated Results**, which should be written on a separate line and are not followed by a period. The main part should include the following:
- A review of literature on the topic,
- The rationale for the choice of research methods
- A description of anticipated results (or results achieved by the project proposal submission deadline).

The literature review should discuss the current state of the problem in the chosen research area and provide a rationale for the chosen research focus. The text of the review should be analytical; in-text citations should be formatted in APA style (Author, date). Recommended word count – 1300 words.

The **Methodology** section should include a brief description of the chosen methodology and provide a rationale for its choice. Recommended word count – 300 words.

The (Anticipated) Results section should contain a description of the (anticipated) results of the study; the stated results should align with the stated aims and the methods chosen. Recommended word count – 200 words.

The Conclusion section of the research proposal should be a coherent summary of the research results and how they align with the aims, objectives and professional significance stated in the introduction.

The References section should be a list of sources used during the study. They may include articles, monographs, books, reference literature, etc. and information from academic electronic resources[1].
The reference list should be alphabetized by authors' last names and should follow APA style; the literature should be selected based on the academic supervisor's recommendations. At least 4 sources are recommended. If it is necessary to use sources in Russian (maximum 2), they should formatted in Russian and included at the end of the list. The reference list should contain all the sources used in the proposal text.

Appendices are a part of the text which is supplementary, but necessary for a better presentation of the study. they often includes reference materials that are not essential for understanding how the research problem was solved. Appendices may contain tables, graphs or formulae that support some parts of proposal. It is not appropriate to include information that is essential for understanding the main part of the proposal into the appendices, in order to reduce the word count.

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[1] Please note that Wikipedia is not an acceptable source.

A Sample Cover Page

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER PROFESSIONAL EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

Faculty _____

PROJECT PROPOSAL

TOPIC

Field of study: _____

Degree programme: _____

Student's full name, Group

Language Advisor[2]:
Name Surname, Title

CITY
Date

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[2] If applicable.

Formatting requirements

1. Project Proposal volume

Project Proposal volume 2000 – 2500 words.

2. The guidelines for the project proposal formatting

The graphic design of the paper should be made in accordance with the requirements of APA style. The main requirements are listed hereinafter.

2.1 Requirements for the headings and subheadings formatting.
Headings and subheadings have two-level structure. The recommended fonts are Arial and Helvetica.
2.1.1 Headings
Headings are centered and bold. All words except articles, conjunctions and prepositions are capitalized.
2.1.2 Subheadings
Subheadings are left-aligned, italicized. All words except articles, conjunctions and prepositions are capitalized.
2.2 The main body part should:
- be typed in 14-point Times New Roman font.
- have one-and-a-half spacing, indent paragraphs 1.2 inch.
- have 1-inch margins.
- include a page number on every page except the title page.
- avoid paragraphing in a such a way that the first line of the paragraph is the last line of the page or the last line of the paragraph is the first line of the page.

3. Quoting requirements
For citing the in-text citation is used, footnotes are not allowed. An in-text citation consists of the author's last name and year of publication; when quoting, also page numbers should be included. Paraphrasing is preferred to quoting.

3.1 Quotes of fewer than 40 words
When citing a section of text fewer than 40 words, double quotation marks are used directly before and directly after the quote. The author's last name, year of publication and page numbers should be given.
Recommended examples:
1) She stated, "…(quotation)…" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.
2) Miele (1993) found that "…(quotation)…" in this case (p. 276), but what will the next step in researching this issue be?
3) According to Adams (1984), stakeholders include "…(quotation)…" (p. 24).
4) Based on the stakeholder theory Adams originally proposed a definition "…(quotation)…" (1984 p.24).

3.2 Quotes of 40 words or more

If the quote contains 40 words or more, then it should be placed in a separate block that begins on a new line and is indented in its entirety, double space is used to separate the block quote, quotation marks are not used. Information in brackets should be given after the last period.

4. References requirements.

- • The list of references includes only the works that are referenced in the text of the project proposal and should be given on the last page of the paper with the word 'References' appear centered on the top of the page.
- References should be formatted as follows:
- A standard source reference begins with the author's surname, followed by a comma, then the initial(s) of his or her first name. (year of publication). *The title of source: subheading (if there is any) also capitalized.* Publishing house: the name.
- The references **are sorted alphabetically** and formatted using a hanging indent of ½ inch.

Example:

Anderson, F. J. (1989). *Developments in second-language acquisition*. New York: Columbia University Press.

- Books and journals titles are italicized; only the first words of heading, proper names and abbreviations are capitalized.
- For sources of the same author, the sources are listed based on the publication date of the source, listing the oldest source first.
- If there is no available author, then the title of the source is recorded in place of the author, when citing the shortened title is given.
- For alphabetizing students may use functions of Microsoft Word or online generators of bibliographic sources, for example, EasyBib.

Assessment criteria

Criteria for the written part of Project Proposal. Maximum grade: 10

	3	2	1	0
Task achievement (content, style)	Project Proposal meets all the research work requirements. Topicality, research purpose, methodology, anticipated results are clearly expressed. The work is written in academic style.	Project Proposal generally meets all the research work requirements. Topicality, research purpose, methodology, anticipated results are generally clearly expressed. The work is generally written in academic style.	Project Proposal partly meets the research work requirements. Topicality, research purpose, methodology, anticipated results are not always clearly expressed. There are numerous mistakes in academic style.	Project Proposal does not meet the research work requirements. Topicality, research purpose, methodology, anticipated results can hardly be understood. The work is not written in academic style.
Cohesion and coherence		Research proposal structure meets all the requirements from appendix 4. Cohesion and coherence is skillfully maintained. There is a clear connection between purpose, methods and results. Paragraphing is logical.	Research proposal structure generally meets the requirements from appendix 4. There are some problems with cohesion and coherence. Connection between purpose, methods and results is not always clear. Paragraphing is not always logical.	Research proposal structure does not meet the requirements from appendix 4. The text is not logical, numerous mistakes in cohesion and coherence. Paragraphing is not logical or there are no paragraphs at all.
Language (vocabulary, grammar, spelling, punctuation)	Wide range of lexical and grammatical structures. No mistakes in spelling and punctuation. Some mistakes occur only as slips and do not impede communication. Terms are used correctly.	Wide enough range of lexical and grammatical structures. There are rare mistakes that do not impede communication. There are rare mistakes in spelling and punctuation. Terms are generally used correctly.	Limited number of lexical and grammatical structures does not allow to fulfill the communicative task. There are numerous mistakes in grammar, vocabulary, spelling and punctuation that impede communication. Terms are used incorrectly.	Numerous and serious mistakes in grammar, vocabulary, spelling and punctuation that make it difficult for the reader to understand the text.
Formatting		Formatting meets all the requirements.	There are some mistakes in formatting (no more than 3).	Formatting requirements are poorly met (more than 3 mistakes).

Grading

Grade for the written part of the Project Proposal is a final grade for this assignment. This grade covers both language proficiency and research skills which students are expected to apply while writing the text. The Project Proposal is graded by the Department of Foreign Languages and by the academic supervisor of the student's BA thesis, according to the following formula:

$O_f = 0,5*O_l + 0,5*O_{as}$, where O_l is a grade by the faculty member of the Department of Foreign Languages, and O_{as} is a grade by the academic supervisor of the student's BA thesis.

The text of the Project Proposal has to be submitted via the LMS system no later than 23:59 on **March 1st, 20201**.

Grading takes place within one month after the submission. The final grade becomes known to the student within this month through the LMS grading sheets.